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| **Job Title** | Local Area Employment Services Caseworker- Part-Time |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | Manager SICAP & LAES and the CEO of NTDC |
| **Reporting Staff** | Staff employed in the SICAP Programme  |
| **Location of Post** | Nenagh |
| **Closing Date for Applications** | Wednesday 17th of July at 5pm |
| **Date of Interviews** | Not Agreed  |
| **Benefits offered by NTDC** | **Salary:** Competitive salaries in line with those in the public service. **Travel expenses:** Travel expenses are reimbursed at public service rates.**Annual Leave:** 25 days annual leave. **Pension:** Contributory pension benefits for long term staff.**Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision. **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# THE PROGRAMME:

The LAES is a new service funded by the Department of Social Protection which will be focused primarily on long term unemployed clients farthest from the labour market with barriers to labour market participation. This service forms part of the additional Public Employment Service capacity required to deliver on Pathways to Work 2021 – 2025 strategy.

**THE ROLE AND PURPOSE OF THE JOB**

The Caseworker works as part of a multi-disciplinary team to provide high quality one-to-one guidance, mediation, advice, job placement and aftercare service to those most distant from the labour market to enable them to progress to employment. Other progression routes are also explored to upskill job seekers, through education and training opportunities, in sectors where labour market demand exists

**Main Duties**

**Preparing Clients for Employment through Delivery of Core and Targeted Services:**

•Provide clients with confidential, individual career path planning and employment guidance, through a model of one-to-one engagement. This can be a combination of in person and virtual engagement

•Work with clients to develop and review a Personal Progression Plan (PPP)

•Motivate clients to engage and address challenges to their progression

•Deliver/facilitate group workshops as required

•Administer the Distance Travelled Tool as appropriate to clients’ needs

**•**Link clients to targeted services based on clients’ needs and abilities

•Build clients job seeking skills including CV preparation and interview skills

•Support the jobseeker to avail of appropriate and suitable education, training, employment opportunities

•Assist clients with registering and uploading CVs on various employment/recruitment websites particularly jobsireland.ie

•Liaise with relevant stakeholders e.g. LCFE, LCETB etc

•Match clients with employment vacancies in collaboration with ELO where appropriate

•Maintain detailed record of client interventions on the Department of Social Protection caseload management system

•Ensure data is recorded accurately and appropriately in BOMi or any other system in use

•Abide by all data protection regulations

•Achieve a specific set of key performance indicators on a weekly and monthly basis

Provide advice, guidance and support to clients during their initial 17 weeks of employment to ensure they sustain employment in the long term

•Refer clients to personal development, money management or other services as appropriate

•Liaise with internal programmes e.g. Tús, SICAP

**Employer Engagement**

**•**Promote the service among employers and employer groups in collaboration with Employer Liaison Officer.

•Identify potential employment opportunities.

•Highlight incentives for employing staff moving from the live register to employment

•Meet with employers on request by clients

•Participate in promotional event/jobs fairs as required

**General**

**•**Keep up to date with national employment focused policies/strategies e.g. Pathways to Work

**•**Be familiar with the operating guidelines of the LAES as set out by DSP

•Work collaboratively with other team members and services both within NTDC

•Assist with the evaluation of the service and in any research being undertaken.

•Provide oral and/or written reports as required

•Undertake any training required by the employer

•Participate in supervision

•Abide by all policies and procedures of NTDC

•Undertake any other tasks that may be assigned from time to time

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | * A suitable 3rd level qualification at QQI level 7 or above
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| Knowledge | * Excellent understanding of the issues surrounding the integration of short/long-term unemployed people into the labour market
* Excellent knowledge of education/training systems and programmes including recent labour market initiatives
* Knowledge of the range of services/supports available to assist jobseekers to access relevant employment opportunities
* Understanding of national policies related to employment
* Excellent understanding of Irish social welfare system
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| Experience | * Minimum of 3 years’ experience working with jobseekers or disadvantaged adults
* Ability to work under pressure, plan and prioritise workload
* Experience of interagency liaison.
* Experience with an ICT system that supports client management
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| Core Competencies | * Report writing.
* Team worker and effective collaborator
* Excellent communicator
* Adaptable and responsive
* Accountable and demonstrates leadership
* Capacity to plan effectively and be innovative
* Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships within the company and with external stakeholders.
* Be highly motivated, a self-starter, with the ability to work independently and in a team setting.
* Strong organisational skills, ability to organise complex workloads.
* Experience of working in a target-based environment and meeting strict deadlines.
* Experience in working in a busy environment with the ability to prioritise and manage your own day.
* Excellent IT skills and experience of Microsoft 365 applications.
* Good level of data processing and data entry experience.
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| Other requirements | * Commitment to the purpose of NTDC and to work within the values, policies, and procedures of the organisation.
* To always act consistently in a professional manner.
* To participate in regular supervision with your line manager.
* Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours is expected with youthwork.
* Identify training needs with your line manager and participate in training opportunities appropriate to the role.
* Fluent in English (written and oral).
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**Terms and Conditions on Employment**

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| **Garda Clearance** | The successful applicant must undergo and secure Garda Vetting through the NTDC Policy |
| **Contract**  | The Project Worker will be employed by NTDC on a Fixed Term Contract until 31st of December 2025It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued the employment may be terminated. |
| **Probation** | The following probationary provisions shall apply:1. There shall be a period after such appointments takes effect during which such persons shall hold the post on probation.
2. Such period shall be nine months, but the CEO may at their discretion extend such period.
3. Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory.
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| **Health** | A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Character** | Candidates for and any person holding the office must be of good character. References will be sought prior to job offer being made.  |
| **Competition Selection Process** | Short-listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience considering those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. A panel may be formed from which future positions may be filled. |
| **Salary Scale** | €42,388- €50,883The successful applicant will be offered a salary commensurate with qualifications and experience.  |
| **Hours of Work** |  17.5 hours per week.  |
| **How to Apply** | Please complete the Official Application Form. They are available by contacting Kate Madden at kmadden@ntdc.ie or the NTDC website at [www.NTDC.ie](http://www.NTDC.ie)  |

